

**RANDOLPH COUNTY
MOTOR VEHICLE POLICY
(SEPTEMBER 2002)**

PURPOSE: The purpose of this Policy is to:

1. Ensure that all County owned, leased or personal vehicles used for County business are mechanically sound, meet all safety standards and are safe to drive.
2. Establish an operator selection and training program to ensure that vehicle operators drive in the safest possible manner while conducting County business.
3. Design a system to identify, retrain, or restrict operators that prove, by their performance, that they pose a higher than average risk of being involved in an accident or of causing injury to others, or of abusing vehicles.
4. Protect the public and property of others.
5. Provide specific training for operators of specialized vehicles.
6. Reduce risk and lower insurance and maintenance cost.

AUTHORITY:

The County shall empower the Safety and Training Officer to establish such programs and to issue such directives as are necessary to accomplish the above stated purpose.

SCOPE:

This policy applies to all employees of Randolph County, regardless of their job classification, unless Federal or State Statutes specifically exempts the employee from certain programs or directives. All contractors, volunteers and other users of County owned or leased vehicles, or personal vehicles used for County business not specifically exempted in writing, shall also be subject to this policy.

CONCEPT OF OPERATION:

The management of the County owned or leased motor vehicle fleet shall be accomplished using a multi-level tasking system. The Executive Safety Committee will provide broad supervision over the fleet operations. This committee will delegate the necessary authority to Department Heads (with vehicles assigned) to accomplish their assigned responsibilities for the day-to-day management and operation of the fleet. The individual Department Head may serve as the Department's Fleet Manager or he/she may assign, in writing, a member of their department to serve in that capacity. The other task level will be the individual vehicle operator. The operator will be responsible for complying with all procedures necessary to maintain a safe and mechanically sound vehicle, including personal vehicles utilized in conducting County business. An aggressive management program with comprehensive procedures, in-depth and continuing training, data and accident analysis and preventive maintenance will be used to ensure that the

purposes of this policy are fully accomplished.

DUTIES AND RESPONSIBILITIES:

The County shall provide the funds, personnel, training, equipment and support needed to implement and sustain this policy and a plan. **The Safety and Training Officer** shall develop and have conducted such programs, training, and other items as are deemed necessary to comply with this policy. He/she will serve as an “ex officio” of all committees, boards, teams, etc. created in support of this policy and will serve as the Vehicle Accident Investigation Officer. **The Executive Safety Committee** will assume the primary responsibility to adopt, monitor, and supervise the Motor Vehicle Plan and related procedures and programs.

REVIEW: The Randolph County Executive Safety Committee will review this policy annually, and shall report any changes to the Board of Commissioners annually.

EFFECTIVE DATE: This policy shall be effective September 3, 2002 and replaces The Randolph County Motor Fleet Management Policy dated October 1996.

Phil Kemp, Chairman
Randolph County Board of Commissioners
Adopted September 3, 2002